

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - March 31, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
<b>Executive Office</b>					
3698	Gaming	Gaming Inspector	<b>NEW</b>	3/31/2014	\$ 19.58
<b>General Support Services</b>					
3721	Department of Information & Technology	Help Desk Specialist		3/10/2014	\$ 13.52
3747	Grants and Contracts	Accounting Manager		3/24/2014	\$ 63,523.00
<b>Justice</b>					
3711	Office of the Prosecutor	Prosecutor		2/3/2014	\$ 70,118.00
<b>Department of Health and Human Services</b>					
3570	Behavioral Health	Behavioral Health Therapist	<b>Re-advertised</b>	3/31/2014	\$ 53,440.00
3671	Behavioral Health - Site: Ak Chin	Peer Specialist		3/17/2014	\$ 11.66
3581	Child Welfare	Program Coordinator		12/13/2013	\$ 20.07
3695	Community Health	Nutrition Specialist	CL	1/21/2014	\$ 18.64
3654	Family Assistance	Program Manager, Senior		12/2/2013	\$ 71,871.00
3628	Management of Health	Program Coordinator		11/12/2013	\$ 20.07
<b>Department of Education</b>					
3575	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.92
3572	Early Childhood - Site: Santa Rosa	Teacher		3/24/2014	\$ 19.10
3742	Early Childhood - Site: Sells	Cook		3/24/2014	\$ 11.66
3744	Early Childhood - Site: Sells	Teacher		3/24/2014	\$ 19.10
3745	Early Childhood - Site: Sells	Maintenance Technician		3/24/2014	\$ 12.25
3573	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.92
3743	Early Childhood - Site: Vaya Chin	Cook		3/24/2014	\$ 11.66
3687	Early Childhood - Site: Vaya Chin	Teacher Aide/Driver		12/30/2013	\$ 14.92
3691	Recreation - Site: Hickiwan	Maintenance Technician		1/21/2014	\$ 12.25
3525	Recreation - Site: Hickiwan	Recreation Program Coordinator		1/21/2014	\$ 21.09
3527	Recreation - Site: Menager's Dam	Recreation Specialist		1/21/2014	\$ 12.87
3717	Recreation - Site: Sells	Recreation Program Coordinator		2/10/2014	\$ 21.09
<b>Department of Natural Resources</b>					
3723	Administration	Mineral Resources Administrator		3/3/2014	\$ 85,432.00
3729	Wildlife and Vegetation Management	Biological Field Technician (Occasional)		3/17/2014	\$ 10.56
3730	Wildlife and Vegetation Management	Biological Field Technician (Occasional)		3/17/2014	\$ 10.56
<b>Department of Water Resources</b>					
3708	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
3735	Water Resources	Hydrology Technician	CL	3/17/2014	\$ 22.71
3724	Well Maintenance	Well Maintenance Supervisor	<b>NEW</b>	3/31/2014	\$ 53,440.00
<b>Department of Public Safety</b>					
3665	Law Enforcement	Police Chief		12/9/2013	\$ 112,094.00

**ATTENTION ALL APPLICANTS!!!**

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

#### **FOR CLERICAL TESTING**

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

**IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

#### **APPLYING FOR POSITIONS**

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

Applications and supporting documents become the property of the Tohono O'odham Nation.

**Indian Preference** and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

#### **OPEN CONTINUOUS RECRUITMENT**

<b><u>DEPARTMENT</u></b>	<b><u>POSITION (S)</u></b>	<b><u>CLOSING DATE</u></b>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

#### **OTHER EMPLOYER'S RECRUITMENT**

#### **Sells District – Tohono O'odham Nation**

**Position: Business Manager**

Please contact the Sells District office at 520-383-2281 to apply.



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

**3570**

**JOB ANNOUNCEMENT**

**JOB TITLE: BEHAVIORAL HEALTH THERAPIST**  
**SALARY: \$53,440.00, PLUS BENEFITS**

**OPENING DATE: March 31, 2014**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Exempt**

**DEPARTMENT: Health & Human Services/Behavioral Health**    **JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under limited supervision, provides support, information, collaboration, and guidance to staff, consumers, and non-tribal affiliated entities regarding case management of clients, policy, application, program development, resource availability and utilization, aftercare services program contacts and utilization.

**MINIMUM QUALIFICATIONS:**

- Master's Degree in Counseling, Psychology, or closely related field and one year work experience in a behavioral health related field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

**—AND—**

- Must be Licensed Professional Counselor or Licensed Clinical Social Worker or Licensed Independent Substance Abuse Counselor in the State of Arizona.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

**3724**

**JOB ANNOUNCEMENT**

**JOB TITLE: WELL MAINTENANCE SUPERVISOR**

**SALARY: \$53,440.00 PLUS BENEFITS**

**OPENING DATE: March 31, 2014**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Exempt**

**DEPARTMENT: Natural Resources/Well Maintenance**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under limited supervision, supervises the maintenance and repair of water wells throughout the Tohono O'odham Nation to assure adequate potable water for the Tohono O'odham Nation's needs.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Water Technology or closely related field and four years of work experience in well maintenance or equivalent combination of education and experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

**—AND—**

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**